

**FRESNO, CALIFORNIA
CLASS SPECIFICATION**

SENIOR NETWORK SYSTEMS SPECIALIST

FLSA STATUS:

Non-Exempt

CLASS SUMMARY:

The Senior Network Systems Specialist is the fourth level in a four level Information Technology Specialist series. Incumbents are responsible for serving as a lead worker, monitoring and maintaining integrated networking systems and analyzing overall network performance to ensure effective communication, and designing and implementing network infrastructure.

The Senior Network System Specialist is distinguished from the Network System Specialist by its responsibility for performing network support activities associated with enterprise-wide systems and projects.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

**FRE-
QUENCY**

1.	Serves as a lead worker to other employees, including prioritizing and assigning work; determining completion of work; and, training staff on work methods.	Daily 10%
2.	Guides the installation and evaluation of network systems, diagnosis of network problems, and evaluates recommended modifications.	Daily 20%
3.	Provides lead technical assistance and participates in the maintenance and repair of network equipment.	Daily 20%
4.	Meets with user departments to provide guidance in analyzing operating systems to determine network requirements; prepares reports summarizing and/or detailing analyses.	Daily 10%
5.	Provides lead technical assistance to user departments and division technical staff regarding network problems.	Daily 10%
6.	Evaluates and recommends requests for hardware and software while ensuring compatibility with existing systems. That involves the use of distributed networks, local area networks, data transfer between operating systems, and other types of data networks.	Monthly 10%
7.	Maintains and troubleshoots network operating system issues, including configuring servers, troubleshooting errors, and identifying solutions.	Daily 25%
8.	Monitors and maintains network servers.	Daily 25%

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<u>TYPICAL CLASS ESSENTIAL DUTIES:</u> (These duties are a representative sample; position assignments may vary.)		<u>FRE- QUENCY</u>
9.	Performs advanced network administration duties.	Daily 10%
10.	Provides advanced technical support and troubleshooting in support of maintaining computer and network operations.	Weekly 5%
11.	Installs, maintains, and troubleshoots network equipment.	Weekly 5%
12.	Assists with project management activities, which may include: serving as a lead on projects; developing project plans; determining costs and resources; contacting and monitoring vendor work; completing updates; adhering to established schedules; and/or, performing other related activities.	Occasion- ally 5%
13.	Performs other duties of a similar nature or level.	As Required

Training and Experience (positions in this class typically require):

- Bachelor's Degree in Information Technology or Computer Science and six years of related information technology experience including three years of experience equivalent to a Network Systems Specialist are required;

OR

- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (positions in this class typically require):

Some positions, based on assignment, may require:

- Basic Class C License
- One or more licenses or certifications related to the specific technical discipline may be required, preferred, or desired

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Knowledge (position requirements at entry):

Knowledge of:

- Local area network hardware and principles;
- Computers, networks, software and communication systems;
- Client server architecture;
- Project management principles and practices;
- Computers, networks, software and communication systems;
- Customer service policies, principles and practices;
- Network systems, network alternatives, and their uses;
- Advanced network design, maintenance, and implementation practices and procedures;
- Network communication design, implementation, and maintenance;
- Storage area network (SAN);
- Advanced networking protocols (TCP/IP);
- Diagnostic analyzer tools and equipment;
- Network operating systems.

Skills (position requirements at entry):

Skill in:

- Prioritize and assigning work, detail oriented and ability to multi-task
- Training employees in proper work methods
- Providing customer services
- Analyzing a variety of administrative problems and making sound policy and procedural recommendations
- Advanced level usage in both computer and software applications
- Operating and maintaining applicable hardware, software, peripheral equipment, and communication equipment in assigned area of responsibility
- Utilizing complex diagnostic analyzers and related equipment and tools
- Prepare and proofread clear, concise, and comprehensive reports, records, and other written documents
- Performing network back ups
- Administering storage area networks; (SAN)
- Utilizing network tools in maintaining applications and operating systems
- Installing and configuring network services and protocols
- Developing, maintaining and monitoring database records
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, business, organizations, elected and appointed officials, media, etc. sufficient to exchange or convey information, give/receive work direction
- Implementing configuration changes to applicable switches and routers
- Implementing and maintaining database security measures
- Advanced programming/scripting skills
- Advanced desktop policies

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Physical Requirements:

Positions in this class typically require: bending, kneeling, lifting, reaching, standing, stooping, walking, feeling, finger dexterity, grasping, hearing, and repetitive motions, seeing, talking, balancing, climbing, crawling, and crouching.

Very Heavy Work: Exerting up to 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

Note:

The above job specification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Classification History:

Draft prepared by Fox Lawson & Associates (LM)

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Reviewed by City of Fresno

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